



Mrs Penelope Potter
10 Park Avenue Road
Tottenham
London N17 0HX

Your ref: Health and Safety Inspection
Date: 30th April 2014
Our ref: SFS/RSvs/CEH/Millie Williams
Direct dial: 0208 489 5522
Email: millie.williams@haringey.gov.uk

cc: Mr Kyle Potter
Mrs Angelique Glata
Attach:

Dear Mrs Potter,

Re: Health and Safety Inspection Report
T Chances (TWSI) 399 - 401 High Road, Tottenham, London N17 6QN
Health and Safety at Work etc. Act 1974

Further to the Health and Safety Inspection at T-Chances at the above address on the 3rd April at 15:25p.m. the following issues were assessed and are non-compliant with the provisions of the above legislation and Regulations enforced under the Act.

Contraventions of the Health and Safety at Work etc. Act 1974 were found. The details of the contraventions are given in the attached Schedule together with the Works required to correct these matters. This Report only covers the areas inspected at the time of this inspection.

The works should be completed by the dates specified in the Schedule. A further visit will be made to the premises in respect of these works to assess compliance.

Mrs Angelique Glata, was your Representative at the inspection who informed me that the premises are not in use at the moment, however visitors were present and still have access to the premises. You are now formally advised that Prohibition and Improvement Notices will be served and enforced under the provisions of the Health and Safety at Work etc. Act 1974, and the relevant Regulations if you continue to allow access to the public.

Advice and guidance is also given for other matters in the Schedule. The additional advice in the Schedule is considered good practice and will help to improve Health and Safety. You are strongly advised to implement any recommendations in the Schedule.

The Department looks forward to hearing from you in due course when these matters have been corrected. Should you require any clarification please do not hesitate to contact me at this office.

A copy of this letter and attached Schedule(s) is enclosed for the attention of your staff in compliance with Section 28 sub-section 8 of the Health and Safety at Work etc. Act 1974. Please ensure that the copy is displayed where staff can read it.

This letter is not a Statutory Notice however you are again advised that Health and Safety Notices will be served for non-compliance if you fail to complete the works within the specified time further to provide any relevant health and safety documents and certificates to ensure compliance.

A copy of this letter and attached Schedule(s) is enclosed for the attention of your staff and the Trustees in compliance with Section 28 sub-section 8 of the Health and Safety at Work etc. Act 1974. Please ensure that the copy is displayed where staff and the Trustees can read it.

Please can you contact me within 7 days from the date of this letter to discuss the action to be taken.

Yours faithfully,



Ms M Williams

Environmental Health Officer
Commercial Environmental Health

[Health and Safety Inspection]

LIST OF STATUTORY CONTRAVENTIONS
(THIS IS NOT A STATUTORY IMPROVEMENT NOTICE)

Relating to: T Chances (Tottenham War Services Institute)
399 - 401 High Road, Tottenham, London N17 6QN

Reference: Health and Safety Inspection/CEH/MillieWilliams

ITEM ONE (1)

Matters Which Do Not Comply With the Regulations
Health and Safety Policy

Section/Regulations Contravened

Section 2 (3) - Health and Safety at Work etc. Act 1974

Reasons For The Contravention

A written statement of the company's general policy on Health and Safety at Work was not available.

Measures To Be Taken To Achieve Compliance

All employers with 5 or more employees are required to have a Health and Safety Policy. The document should consist of the following 3 parts:

1. A general statement with respect to the health and safety of your employees.
2. The organisation for carrying it out.
3. The arrangements for ensuring health and safety in the workplace.

This document should be drawn up in a comprehensive form dealing with a full range of work activities and must be made available to staff and sub - contractors.

This requirement must be completed within 28 days.

Please see the website www.hse.gov.uk to read the advisory leaflet.

Relating to: T Chances (Tottenham War Services Institute)
399 - 401 High Road, Tottenham, London N17 6QN

ITEM TWO (2)

Matters Which Do Not Comply With the Regulations Health and Safety Risk Assessment

Section/Regulations Contravened

Regulation 3 - Management of Health and Safety at Work Regulations 1999

Reasons For The Contravention

No assessment has been undertaken of the risk to health and safety to your employees and other persons in connection with your work activities.

Measures To Be Taken To Achieve Compliance

Make a suitable and sufficient assessment of:-

1. the risks to the health and safety of your employees whilst they are at work, *(i.e. all hazards with the potential to cause harm associated with the premises and activities undertaken there);*
2. the risks to the health and safety of persons not in your employment arising out of or in connection with your undertaking;
3. ensuring that all significant risks are either removed or where this is not reasonably practicable, reduced to an acceptable level by the implementation and maintenance of suitable control measures.

Significant findings must be recorded where 5 or more are employed or if there are those at special risk.

Assessments should be reviewed where there are no longer valid or where there has been a significant change in the matter it relates to.

This requirement must be completed within 28 days.

Please see the website www.hse.gov.uk to read the advisory leaflet.

Relating to: T Chances (Tottenham War Services Institute)
399 - 401 High Road, Tottenham, London N17 6QN

ITEM THREE (3)

Matters Which Do Not Comply With the Regulations ✓
Electricity - No Electrical Test Certificate

Section/Regulations Contravened

Sections 2 and 3 – The Health and Safety at Work etc. Act 1974
Regulation 4(2) – Electricity at Work Regulations 1989

Reasons For The Contravention

No Electrical Test Certificate was available for the premises. This is essential to check for any deterioration of the system such that could give rise to a risk of electrical danger.

Measures To Be Taken To Achieve Compliance

Engage a competent person to inspect and provide a Periodic Inspection Report of the installation so as to identify those deficiencies which may be a source of danger from electric shock, burn or fire. The Periodic Inspection Report will indicate the date of the next inspection. You must keep the Certificate obtained as evidence of the maintenance carried out.

All significant defects noted must be remedied by a competent person in accordance with the Electricity at Works Regulations 1989 and standards laid down in BS 7671 (IEE Wiring Regulations).

This requirement must be completed within 28 days.

Please see the website www.hse.gov.uk to read the advisory leaflet.

Relating to: T Chances (Tottenham War Services Institute)
399 - 401 High Road, Tottenham, London N17 6QN

ITEM FOUR (4)

Matters Which Do Not Comply With the Regulations Electrical Installation

✓ NEED TO GET NEW installed
3 WE

Section/Regulations Contravened

Sections 2 and 3 – The Health and Safety at Work etc. Act 1974
Regulation 4 – Electricity at Work Regulations 1989

Reasons For The Contravention

The electrical installation serving the premises is defective and fails to work in the kitchen, WC's and theatre hall and stage. The electrical supply in the kitchen has failed to work and is connected to adapters with an adapter hanging in the doorway entrance to the kitchen to provide an intermittent supply in the kitchen. The electrical supply does not work without connection to the adapters.

Measures To Be Taken To Achieve Compliance

The electrical installation should be examined and tested by a competent person i.e. a qualified electrical engineer and approved Contractor. Any works necessary for the installation to be used with safety must be carried out by a competent person in accordance with British Standard 7671: Requirements for Electrical Installations. A Certificate of Inspection on the condition of the installation must be made available on completion of the works.

This requirement must be completed within 56 days.

Please see the website www.hse.gov.uk to read the advisory leaflet.

ITEM FIVE (5)

Matters Which Do Not Comply With the Regulations Defective Electrical Wiring

✓ Sorted.

Section/Regulations Contravened

Health and Safety at Work etc. Act 1974
Regulation 4 – Electricity at Work Regulations 1989

Reasons For The Contravention

The electrical wiring to the theatre hall events kitchen is incorrectly connected and not maintained for safe use.

Measures To Be Taken To Achieve Compliance

Engage a competent person to examine and make safe electrical wiring to the events kitchen in the theatre hall. Where the wiring is unsafe, it should be renewed in accordance with good electrical practice.

This requirement must be completed within 56 days.

Relating to: T Chances (Tottenham War Services Institute)
399 - 401 High Road, Tottenham, London N17 6QN

ITEM SIX (6)

Matters Which Do Not Comply With the Regulations ✓ *NEED to get updated*
Portable Appliance Testing

Section/Regulations Contravened

Sections 2 and 3 – The Health and Safety at Work etc. Act 1974
Regulation 4 – Electricity at Work Regulations 1989

Reasons For The Contravention

The portable appliances at your premises do not appear to be subject to a maintenance programme.

Measures To Be Taken To Achieve Compliance

Implement a programme of user checks, formal visual inspection and where necessary combined inspection and testing for all portable appliances. Some of these checks may be performed by a trained and competent member of staff, whilst others may need to be done by a specialist contractor. The frequency of such inspection and testing will depend on the potential for wear and tear sustained by the appliance. You should keep a written record of such maintenance.

This requirement must be completed within 28 days.

ITEM SEVEN (7)

Matters Which Do Not Comply With the Regulations
Emergency Procedures for Health and Safety Arrangements
and Co-operation and Co-ordination

Section/Regulations Contravened

Regulations 5 (1) & 11 (2)
Management of Health and Safety at Work Regulations 1999
Health and Safety at Work etc. Act 1974

Reasons For The Contravention

At the time of inspection there was no emergency procedures in place for the delegation of health and safety duties and matters arising for health and safety compliance.

Measures To Be Taken To Achieve Compliance

Take adequate steps to establish procedures to be followed by employees/Trustees if situations present serious or imminent danger e.g. fire or bomb alert etc. They should set out clear guidance on when workers should stop work and move and also move the public to a designated place of safety. Upon completion of arrangements you should nominate a competent person to implement them, making clear any specific roles and responsibilities. You must bring this information to the attention of all employees/Trustees.

This requirement must be completed within 28 days.

[Health and Safety Inspection]

Relating to: T Chances (Tottenham War Services Institute)
399 - 401 High Road, Tottenham, London N17 6QN

ITEM EIGHT (8)

Matters Which Do Not Comply With the Regulations Falling Objects – Amplified Speakers

✓ *HALL DONE
NEED TO DO FRONT BAR.*

Section/Regulations Contravened

Sections 2 (2) (a) (b) (c) (e) and 3 (1)

The Health and Safety at Work etc. Act 1974

Regulation 13 (3) (b) - Workplace (Health Safety and Welfare) Regulations 1992

Reasons For The Contravention

The amplified speakers in the Club Room to the front of the premises, and in the rear of the premises in the Theatre Hall, are not secured to a stable fixed structure to prevent the stacks from falling if they become unstable.

Measures To Be Taken To Achieve Compliance

The amplified speakers must be suitably secured to fixings to ensure the stacks are stable as recommended by the manufacturers, and be of the structural integrity and design recommended by the manufacturers.

Attachments to the fixings and associated lashings must not make the structure and stacked amplified speakers unstable.

This requirement must be completed within 28 days and prior to the premises being re-opened for access by employees, or members of the public.

Please see the website www.hse.gov.uk to read the advisory leaflet.

ITEM NINE (9)

Matters Which Do Not Comply With the Regulations

Female WC's - Water Supply to Wash Hand Basin and Hand Drying/Cleaning

Section/Regulations Contravened

Sections 2 (2) (e) and 3 (1) – The Health and Safety at Work etc. Act 1974

Regulation 21 (2) - Workplace Health, Safety and Welfare Regulations 1992

Reasons For The Contravention

At the time of inspection there was no hot and cold water supply to the wash hand basins in the ladies WC because the taps were missing and the other taps were defective. There was inadequate means to cleanse and/or dry hands at the wash hand basin in the Ladies WC facilities.

Measures To Be Taken To Achieve Compliance

Provide the wash hand basins with an adequate supply of clean running hot and cold water and in addition soap and clean towels or other suitable means of cleaning and drying hands. Provide soap and suitable hand drying facilities to enable employees to clean their hands.

This requirement must be completed within 28 days.

Relating to: T Chances (Tottenham War Services Institute)
399 - 401 High Road, Tottenham, London N17 6QN

ITEM TEN (10)

Matters Which Do Not Comply With the Regulations

Male WC's - Water Supply to Wash Hand Basin and Hand Drying/Cleaning

Section/Regulations Contravened

Sections 2 (2) (e) and 3 (1) – The Health and Safety at Work etc. Act 1974
Regulation 21 (2) - Workplace Health, Safety and Welfare Regulations 1992

Reasons For The Contravention

At the time of inspection there was no hot and cold water supply to the wash hand basins in the Men's WC because the taps were defective. There was inadequate means to cleanse and/or dry hands at the wash hand basin in the Men's WC facilities.

Measures To Be Taken To Achieve Compliance

Provide the wash hand basins with an adequate supply of clean running hot and cold water and in addition soap and clean towels or other suitable means of cleaning and drying hands. Provide soap and suitable hand drying facilities to enable employees to clean their hands.

This requirement must be completed within 28 days.

ITEM ELEVEN (11)

Matters Which Do Not Comply With the Regulations

Inadequate Ventilation

Section/Regulations Contravened

Regulations 5 and 6 – The Workplace Health, Safety and Welfare Regulations 1992

Reasons For The Contravention

The Male and Female WC's are not provided with an effective means of ventilation.

Measures To Be Taken To Achieve Compliance

Provide an effective means of ventilating the Male and Female WC areas to the external air. Make effective and suitable provision for the circulation of adequate supplies of fresh OR artificially purified air.

This requirement must be completed within 28 days.

Relating to: T Chances (Tottenham War Services Institute)
399 - 401 High Road, Tottenham, London N17 6QN

ITEM TWELVE (12)

Matters Which Do Not Comply With the Regulations Manual Handling Risk Assessment

Section/Regulations Contravened

Regulation 4 – The Manual Handling Operation Regulations 1992

Reasons For The Contravention

You have not made an assessment of manual handling operations or addressed the need for training of your employees.

Measures To Be Taken To Achieve Compliance

Ensure manual handling operations are avoided where this is reasonably practicable.

Where manual handling of goods is unavoidable and, where there is a risk of injury, undertake a suitable and sufficient risk assessment. Ensure staff are physically capable of undertaking the tasks and receive suitable training and instruction. In particular have regard for the following -

- the task e.g. bodily movement, physical effort, rest periods;
- the loads e.g. are they heavy/bulky/unstable;
- the environment, space restrictions, adequate lighting uneven floor surfaces;
- the individual - physical capabilities, need for further training/information.

This requirement must be completed within 28 days.